

Tuition Waiver Plan Summary

1. Middlesex Community College employees taking job related courses at Middlesex

All employees are eligible for tuition waivers after an initial waiting period. The waiting period for Faculty who have taught at least two courses is one semester and the waiting period for Staff who have worked at least 350 hours at the college is six months of employment. Employees are entitled to take up to two courses per semester without payment of tuition and fees (at the usual and customary Massachusetts resident rate) as long as the courses/programs are related to or enhance the individual's ability to perform their job responsibilities. The appropriate Executive in each Division of the college (President or Vice President) will make that determination.

In order to qualify for this benefit, an individual must complete an ***Internal Tuition Remission Application Form***. The form must have Executive level (President, Vice President or Chief Technology Officer) and Human Resources signature approval and must include comments from the immediate supervisor as to how the course is job related before it can be submitted to the Bursar's office. The application form is available on the college portal page. At the portal page, link to the "HR" tab, then link to "Forms" and select ***Internal Tuition Remission Application Form***, which you will be able to fill out electronically, email to your supervisor for comments. The form can then be printed so that the additional signature approvals can be obtained.

In the event that the application is not approved because the course(s) is not considered to be job related, the individual may take the course upon payment of the usual fees without payment of the tuition by utilizing the tuition waiver option described under item #4 below.

The cost of books and any associated course materials are the responsibility of the employee, unless separately applied for and approved by the Professional Development Committee.

This policy applies to the employee only and does not cover a spouse or dependent children. This policy applies to all credit courses, whether day or evening, state or non-state supported. For non-credit courses, all or part of the cost of the course or program may be waived depending on the individual program restrictions and college needs. For both credit and non-credit courses/programs, all other course/program admission requirements must be met before this policy is applied.

2. Middlesex Community College Employees, with benefits, taking courses at community colleges other than Middlesex or taking non-job related courses at Middlesex

After an initial waiting period (one semester for faculty; six months for staff), employees are entitled to take courses without payment of the tuition costs for daytime, state supported credit courses and without payment of 50% of the tuition costs of evening, non-state supported credit courses. Fees must be paid by the employee. Part-time employees, with benefits, are entitled to 50% of the tuition benefit of full-time employees. This policy applies to the spouse and dependent children of employees, with benefits, including courses at Middlesex. For non-credit courses, a part of the cost of the course or program may be waived depending on the individual program.

Under the current collective bargaining agreement with the MCCC for full-time Faculty and Professional Staff and under the current Non-Unit Professionals Personnel Policies Handbook, individuals with benefits covered under those documents (including spouse and dependents) are also entitled to have 50% of their fees for credit courses at Community Colleges waived.

The cost of books and any associated course materials are the responsibility of the employee, unless separately applied for and approved by the Professional Development Committee.

Tuition Remission (Waiver) Forms are available by contacting the Human Resources Office at 781-280-3527. You will need to provide your social security number as well as that of your spouse or dependent child if the form is not for you. The details of the tuition remission policy are set out in the Board of Higher Education's Tuition Remission Policy for Higher Education as well as applicable collective bargaining agreements and personnel policies.

3. Middlesex Community College employees, with benefits, taking courses at state colleges or the University

After the waiting period (described in item #1 above), employees are entitled to take courses without payment of the tuition costs for daytime, state supported credit courses and without payment of 50% of the tuition costs of evening, non-state supported courses. Part-time employees, with benefits, are entitled to 50% of the tuition benefit of full-time employees. Fees must be paid by the employee. This policy applies to the spouse and dependent children of employees with benefits. For non-credit courses, a part of the cost of the course or program may be waived depending on the individual program.

The cost of books and any associated course materials are the responsibility of the employee, unless separately applied for and approved by the Professional Development Committee.

Tuition Remission (Waiver) Forms are available by contacting the Human Resources Office at 781-280-3527. You will need to provide your social security number as well as that of your spouse or dependent child if the form is not for you.

The details of the tuition remission policy are set out in the Board of Higher Education's Tuition Remission Policy for Higher Education as well as applicable collective bargaining agreements and personnel policies.

4. Middlesex Community College Part-Time Employees, without benefits, taking non-job related courses at Middlesex

After an initial waiting period (one semester for faculty; six months for staff), employees are entitled to take up to two non-job related courses per semester without payment of the tuition costs for daytime, state supported credit courses and evening, non-state supported credit courses. Fees must be paid by the employee. This policy does not apply to the spouse and dependent children of employees. For non-credit courses, a part of the cost of the course or program may be waived depending on the individual program.

The cost of books and any associated course materials are the responsibility of the employee, unless separately applied for and approved by the Professional Development Committee.

Tuition Remission (Waiver) Forms are available by contacting the Human Resources Office at 781-280-3527. You will need to provide your social security number.